

# **Arkansas Agency Travel Card Program**

## **Reinstatement of state agency in the travel card program**

The Arkansas Agency Travel Card Program requires travel expenses be paid in full by the statement due date.

The Arkansas Agency Travel Card Program has three types of cards' (1) the Business Travel Card (BTC), (2) Business Travel Account (BTA) and (3) Sponsored Business Travel Account (SBTC). The Business Travel Card (BTC) is granted to the individual cardholder. The Business Travel Account (BTA) and the Sponsored Business Travel Card (SBTC) state agency responsibility.

The Bank will close the card account when an agency or employee has not paid the travel card bill within the 60-day billing period.

An agency may request reinstatement of a BTA or SBTC account 30 days after the card balance has been paid in full. The request must be submitted to the State's Chief Fiscal Officer, ATTN State Travel Card Manager. A determination within 30 days of receipt of the request will be made.

The following information must be included:

1. Name of Agency/Institution of Higher Education
2. Name of Account
3. Account number
4. Custodian of the Account
5. Custodian must sign the request
6. The amount of the account when suspend
7. Date the account was paid in full
8. Justification for non-payment
9. The letter requesting reinstatement must be signed by the director or head financial officer of the agency or institution of higher education.
10. Agency travel accounts suspended a second time will not be reinstated.